

ccKids Handbook

Prepared by ccKids Ministry, Clovis Christian Church

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Ministry Vision

“...but Jesus said, “Let the little children come to me and do not hinder them, for to such belongs the kingdom of heaven.”

Matthew 19:14

“For this reason I bow my knees before the Father, from whom every family in heaven and on earth is named, that according to the riches of His glory He may grant you to be strengthened with power through His Spirit in your inner being, so that Christ may dwell in your hearts through faith—that you, being rooted and grounded in love, may have strength to comprehend with all the saints what is the breadth and length and height and depth, and to know the love of Christ that surpasses knowledge, that you may be filled with all the fullness of God. Now to Him who is able to do far more abundantly than all that we ask or think, according to the power at work within us...”

Ephesians 3:14-20

“And these words that I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise. You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. You shall write them on the doorposts of your house and on your gates.”

Deuteronomy 6:6-9

The Kingdom of God is seen on display in a child coming uninhibited and unhindered to the Lord Jesus Christ. It is seen in their coming to faith *in* Him and in their coming *in* faith to Him. In this ministry God has given us the opportunity to participate in, and bear witness to His Kingdom playing out around and through these children’s lives. Hearing of a child giving their life to Jesus, listening to the testimonies of children using biblical principles in their day to day life, joining in prayer with a child for a sick relative, or their parents’ troubled marriage. Whatever the way God would have us participate in a child’s coming to Jesus, we are prepared and ecstatic to fulfill the opportunity placed before us. If it is seeing a child’s new commitment to faith in the Lord or seeing them come to Him out of a faith already established, it is a profound blessing and responsibility.

Our responsibility is not to baby-sit children. Our responsibility is to welcome them and give them church. We are called in this ministry, to teach God's Word diligently to the children. We are able to do so when we follow the instruction laid out before us in Deuteronomy 6- ⁵You shall love the Lord your God with all your heart and with all your soul and with all your might. ⁶And these words that I command you today shall be on your heart. ⁷You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise. ⁸You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. ⁹You shall write them on the doorposts of your house and on your gates. There are six different actions God has called us to take with His Word listed there.

1. **TALK** when you sit in your house
 - a. **Psalms 145:11** "They shall speak of the Glory of Your Kingdom, and tell of Your Power..."
 - b. **Proverbs 16:24** "Gracious words are like honeycomb, sweetness to the soul and health to the body."
 - c. **Psalms 19:14** "Let the words of my mouth and the meditation of my heart be acceptable in Your sight, O Lord, my Rock and my Redeemer."
2. **WALK** by the way
 - a. **Proverbs 4:26** "Ponder the path of your feet, then all your ways will be sure."
 - b. **Romans 6:4** "We were buried therefore with him by baptism into death, in order that, just as Christ was raised from the dead by the glory of the father, we too might walk in newness of life."
3. **LIE DOWN**
 - a. **Psalms 55:17** "Evening and morning and at noon I utter my complaint and moan and he hears my voice."
4. **RISE UP**
 - a. **Psalms 119:147** "I rise before dawn and cry for help; I hope in your words."
 - b. **Psalms 5:3** "O Lord, in the morning you hear my voice; in the morning I prepare a sacrifice for you and watch."
5. **BIND THEM** as a sign
 - a. **Psalms 119:11** "I have stored up your word in my heart, that I might not sin against you."
 - b. **Deuteronomy 30:14** "But the word is very near you. It is in your mouth and in your heart, so that you can do it"
 - a. **Colossians 3:15** "And let the peace of Christ rule in your hearts, to which indeed you were called in one body. And be thankful."
1. **WRITE**
 - a. **Proverbs 3:3** "Let not steadfast love and faithfulness forsake you; bind them around your neck; write them on the tablet of your heart."
 - b. **2 Corinthians 3:2** "You yourselves are our letter of recommendation, written on our hearts, to be known and read by all."

Our goal before the Lord will be that of giving the children church. The verse that we will be looking to draw our vision from is Proverbs 22:6, "*Train up a child in the way they should go and they will not depart from it*" We will look to educate the children in God's Word and to equip them to implement it in their lives.

AS TEACHERS WE WILL:

1. **Connect with Our Students**

- a. Encouragement.
- b. Get to know them.
- c. Communicate.
- d. Be joyful, they are excited to see you!
- e. Pray with them, not just as a class but individually when the opportunity is there.

2. **Be Observant In Classes**

- a. Every aspect. Kids want your attention and some may need a little more!
- b. Observe the rules.

3. **Communicate With Fellow Teachers & Leaders**

- a. Share your ideas.
- b. Encourage each other.
- c. Attend meetings.
- d. Talk with the co teachers weekly.

4. **Teaching a Class**

- a. Be prepared.
- b. Follow the lesson plan/schedule for the day.
- c. Pray- Before class and during class.
- d. Engage every student.
- e. Keep the teaching priority.

Policies and Procedures

Welcome to Children's Ministry - We are Blessed You're Here!

Thank you for responding to God's call to serve in the Children's Ministry! We welcome and anticipate your contribution to this ministry and the body of Christ. The following are our policies and guidelines relative to serving in the Children's Ministry and to keep us all on the same path of teaching our young church members to know and follow Christ Jesus.

ccKids promotes behavior consistent with the Holy Scriptures. Consequently, when joining ccKids ministry, you freely and willingly agree to the standards of behavior outlined in this policy. The standards included in this policy are not exhaustive; rather, they provide a guideline of conduct we believe is in accordance with biblical standards.

As representatives of ccKids, we strive to keep our actions above reproach in all things. Consequently, the following standards of conduct shall apply to all staff and volunteers. Violations of these standards by employees are regarded as a serious breach of integrity and could result in discipline, up to and including termination. Violations of these standards by volunteers may result in your removal from the volunteer team.

God's Word teaches us that certain attributes are desired, including: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (Galatians 5:22-24). We will strive to seek, encourage, and demonstrate these attributes in our relationships and in working with children or youth.

Scripture further teaches us that every believer has a duty to protect the spiritual, emotional, and physical well-being of those most vulnerable among us. (Psalm 127:3, Proverbs 22:6, Mark 9:42, and James 1:27).

ccKids understands the responsibility placed upon our church by both God and parents who entrust their children to our care. Any person known to pose a threat to children, will be prohibited from working in ccKids. This is non-negotiable. We desire to protect children.

As an employee or volunteer I agree to follow the standards of conduct of this ministry.

Definitions:

For purposes of this policy, the terms “**child**” or “**children**” includes all persons under the age of eighteen (18) years.

Youth Service Organization: ccKids has activities that involve the direct supervision of children. Youth Service Organization is defined by the State of California in Business and Professions Code section 18975.

TEACHERS & LIT's-

A **regular volunteer** (a teacher) is any volunteer who is 18 years of age or older and who has direct contact with, or supervision of, children for more than 16 hours per month or 32 hours per year. They must pass a Live Scan and complete Mandated Reporter Training prior to volunteering with ccKids.

An **occasional volunteer** (a teacher) is any volunteer who is 18 years of age or older and who has contact with children and works less than 16 hours per month or less than 32 hours per year.

An **LIT** – Leader In Training – is any volunteer who is under the age of 18 years old and who has contact with children. The amount of hours they work does not need to be logged.

Employees includes all employees, whether they work with children or not, including seasonal, occasional, and part-time employees.

Requirements for Children’s’ Ministry:

- All Children’s Ministry workers must be a Christian for a minimum of one year and have attended Clovis Christian for a minimum of six months.
 - Children’s Ministry workers are:
 - Teachers who are 18 years and older .
- LIT’s “Leaders in Training” who are ages 10 to 18.
- All Children’s Ministry workers must complete a Clovis Christian Church ministry questionnaire, which is reviewed and approved by the Children’s Ministry Director.
- All adult Children’s Ministry workers 18 years and older, must present a current driver's license or other form of approved identification, and complete a live scan (for CCC specifically) with fingerprints.
- All adult Children’s Ministry workers 18 years and older, are required to complete a Sexual Abuse Awareness Training program within 6 months of entering the Children’s Ministry or turning 18 years of age.
- All Children’s Ministry workers must sign a copy of the Clovis Christian Church abuse recognition policy and procedures.
- All Children’s Ministry workers are expected to attend regular church service at least once a week in the main sanctuary, junior high, or high school services.
- **It is mandatory – without exception – that two adults be with the children in their charge at all times from check-in through check-out.** If circumstances warrant otherwise, call the Safety Team or Staff to step in.
- All adult Children’s Ministry workers must complete the Starting Point Class, and place membership at CCC.

Employees And Regular Volunteers – Background Checks

All employees and regular volunteers must undergo a background check as set forth in Business and Professions Code section 18975 and Penal Code section 11105.3 to identify and exclude any persons with a history of child abuse.

Screening Procedures

All employees and regular volunteers who work with those under the age of 18 participating in our programs and activities will be screened.

1. Prior to consideration, all candidates seeking a volunteer position that involves working with children will complete and return an initial ministry application.
2. The ministry leader will carefully review the application, ensuring that the candidate is an appropriate match for the ministry position. The ministry leader also will permanently store all application materials—the application form, reference check, notes from interviews, etc.—in a locked file cabinet or other secure location.
3. If the individual appears to be an appropriate candidate for the ministry position, the ministry leader will check at least two references to confirm the information that the candidate provided on the ministry application.
4. A Criminal Background Check Guidelines: Pursuant to Section [11105.3 of the Penal Code](#), all employees and regular volunteers shall undergo a background check to identify and exclude any persons with a history of child abuse or other convictions that have been determined by the FBI that would preclude them from working with youth.
5. In order for a background check to be completed you will need to go to All American Live Scan and Notary with one government issued ID to complete your Live Scan. If an individual declines to complete a Live Scan, s/he will be unable to work with children.
6. What constitutes a disqualifying offense that will keep an individual from working with children will be determined by the authorized Custodian of Records based on guidance provided by the FBI. Generally, convictions for an offense involving children and/or for offenses involving violence, dishonesty, illegal substances, indecency and any conduct contrary to our mission will preclude someone from being permitted to work with children. Failure to disclose a criminal conviction on the application form will also be a disqualifying event. Pursuant to privacy laws, the result of the background check will not be disclosed to any applicant. However, you may contact the FBI directly for your records at <https://www.edo.cjis.gov/#/>
7. The background check authorization form and results will be permanently maintained in confidence on file at Clovis Christian Church.
8. After the ministry leader contacts references and a background check has been completed, he or she will conduct an interview with the candidate.
9. When indicated by our screening procedures, volunteer candidates who pose a threat to children, youth, or vulnerable adults will be removed from consideration for any ministry position involving children.

Employee Screening Procedures

1. The same procedures set forth in “Screening Procedures” above also apply to all potential employees, regardless of the ministry position for which they are being considered.
2. When indicated by our screening procedures, employment candidates who pose a threat to children will be removed immediately from consideration for employment anywhere within our organization.

Leaders In Training

We recognize that there may be times when it is necessary or desirable for leaders (paid or volunteer) who are themselves under age 18 to assist in caring for children during programs or activities. They will be referred to as LIT's (Leaders In Training) The following guidelines apply to such workers:

- LIT's workers must be at least age 10
- LIT's workers will be screened as specified above (with the exception of a background check, which can't be conducted on minors).
- LIT's must be under the supervision of two mandated reporters and must never be left alone with children.

(Using only underage workers does not meet the requirements of Business and Professions Code section 18975)

Be Reliable and Dependable:

- On time – Be present in the ccKids office 20 minutes before service or immediately following the previous service for prayer. (You may need to leave your service early to be ready for your class if service is extended)
- Ready to go – Be prepared to serve where needed. 1 Peter 3:15
- Be the teacher/LIT that gives parents the confidence to leave their children in our care.

Be Neat, Well Groomed, and Properly Dressed:

- Wear clothing appropriate for church and for working with the children you are teaching.
- Children and parents are watching. Matthew 5:16

Be Joyfully Submissive to Leadership:

- Grumbling in the church causes division. Come to us if there is a problem. Proverbs 6:16 - 19
- LIT's are learning from the adult volunteers' examples.

Observe and Know the Teacher, LITs, and Children before Beginning to Teach:

- This time period should be 2– 4 weeks
- Note the teaching styles of the other teachers; watch and pray for guidance and wisdom on what you might do differently.
- Teachers will complete one written observation (form provided).
- LIT's will complete two written observations (form provided).

Notify Leadership Regarding Teacher/Behavior Concerns in the Classroom:

- Be attentive to the teaching. Clarify misunderstanding with the teacher and if incorrect or not satisfactorily resolved, notify leadership or director.
- Be watchful of inappropriate behavior toward children as well as ministry workers; notify leadership or director.

- Abuse; Notify DIRECTOR OR EXECUTIVE PASTOR ONLY (See Reporting Abuse in the Child Safety section)

Appropriate Behavior with Children

- Workers should avoid the appearance of impropriety—such as sitting older children on their lap, kissing, or embracing others, etc.

Teachers Responsibilities:

- Conduct student check-ins and communicate with parents
- In charge of conducting the classroom, lesson, crafts, worship, and games
 - Weekly time spent understanding the lesson fluently and preparing to rightly teach your class
- Create a fun and safe environment that children want to come back to each week
- Invest in friendship with the kids, learn names, remember details as best you can

Emergencies:

- Know and understand facility evacuation procedures for fire, earthquake, and lockdown drills/events as cited under the *'Child Safety'* section.

Check-in / Check-out Procedure:

- Kiosk (computer terminals) are located outside near the north parking lot.
- Parents or guardians will enter a phone number which brings up their family name.
 - The next screen will list the family name and child(ren's) name(s) to be checked in.
 - Following entry, three stickers will be printed. Two with the child's name; one for check-in and one for name tag, and a barcode for check out.
- The check-in sticker will be placed on the check-in/check-out sheet, under the check-in square.
- The name sticker is put on the child's clothing.
- The check-out sticker will be placed on the right side of the check-in sticker when the child is checked out.
- Be diligent to make sure the stickers are put in the right place.
- One barcode for check out is printed per family. In the case of multiple children, simply check that the check-out sticker and check-in sticker have the same numbers, then have a guardian sign in the check-out box.
 - A picture of the pickup ticket is also acceptable.
 - If the sticker is lost, have the guardian sign out the child ONLY if it is the same parent that dropped off.
 - If the guardian is different, please radio the Safety Team.
- If a child is attending for the first time, they will be given a "new family" sticker as their group of stickers.
 - This will still have a name tag sticker, a check-in sticker with all their information on it, and a pickup sticker that has the instructions on it. All three will still have a matching number on each to ensure the safety of the child so please be sure to check that!
- If a child comes to check in that does not have any stickers, please send them and parents back to the check in counter to either sign in or receive a new family sticker.

- Please be sure to ask guardians about any known allergies to ensure our craft, object lesson, game, or snack does not have anything harmful for the child. There is a slot on the check in paper for the guardian or yourself to write it down.

Meet The Leadership Team

Responsibilities

Children's Director – Stephanie Knight (760.553.3307 or Stephanie.Knight@cloviscc.com)

- Oversees all Children's Ministry activities.
- Reviews and approves applications, references, and observations.
- She may remove a disruptive child from class and counsel with the parents in an effort to resolve the issue with a goal of returning the child to the class.
- Is the only person to whom we may report child abuse or neglect to.
- In charge of all volunteers.
 - Including training and onboarding all volunteers and employees.
- Organizes Vacation Bible School (VBS) sign-ups, ministry workers registrations, training, and assignments.
- Coordinates with Jen to handle all extra events. (Holiday and other ministry events)
- Helps with children brought into the office for prayer, sickness, or missing parents.
- Handles all incidence reports, outside of abuse reporting.
- Will be point of contact for the curriculum each month.
- Coordinates curriculum, activities, and crafts for Sunday school.

Assistant Director– Jen Jens (530.632.8909 or Jennifer.Jens@cloviscc.com)

- Oversees all Children's Ministry needs.
- She may remove a disruptive child from class and counsel with the parents in an effort to resolve the issue with a goal of returning the child to the class.
- Maintains ministry files and is there to help coordinators, teachers, and LITs.
- Teachers second level of communication on all Children's Ministry matters except for abuse reporting.
- Coordinates curriculum, activities, and crafts for Sunday school.
- Coordinates with Stephanie to handle all extra events. (Holiday and other ministry events)

ccKids Sunday Coordinator – Angela Owens (559.387.8727 or Angela.Owens@cloviscc.com)

- Works directly under the CM Director and CM Assistant Director.
- In charge of classroom management for Nursery & Preschool.
- Nursery and Preschool teachers first level of communication on daily matters in the classroom, except abuse reporting.
- Handles sanitization of Nursery toys and Preschool room.
- She may remove a disruptive child from class and counsel with the parents in an effort to resolve the issue with the goal of returning the child to the class.

ccKids Sunday Coordinator – Addison Unruh (559.246.7724 or Addison.Unruh@cloviscc.com).

- Works directly under the CM Director and CM Assistant Director.

SUNDAYS-

- In charge of classroom management for Elementary & Big Kids.
- Elementary and Big Kids teachers first level of communication on daily matters in the classroom, except abuse reporting.
- Handles sanitization of Elementary and Big Kids room.

- She may remove a disruptive child from class and counsel with the parents in an effort to resolve the issue with the goal of returning the child to the class.

EVENINGS-

- In charge of all week night and special event childcare.
- Maintains childcare curriculum and volunteers.
- She may remove a disruptive child from class and counsel with the parents in an effort to resolve the issue with the goal of returning the child to the class.

Ministry Training Staff:

- Stephanie Knight, Jen Jens, Angela Owens, and Addison Unruh.

All Four Staff Members Would Like To Help You With:

- Your first line of assistance between teacher and parents.
- Discreetly handle problems that may arise in your class with parents, students, teachers, or LIT.
- They may remove a disruptive child from class until the issue is resolved.
- Teaching and in classroom techniques to help your classroom succeed.

Safety Team Contact Information:

- In case of emergency, radio the safety team first! If you are unable to reach them please contact:
- Pedro Martinez at (559) 348-7205 – Head of Safety
- Safety team members are there to keep watch of all grounds, open gates, assist with incidents (get ice/contact parents if they don't respond by phone), direct flow of traffic, be a helpful eye on the playground, and be available to support teachers where applicable.

The Safety Team Members are wearing a Safety Team name tag to help you identify them!

Child Safety

While it is of utmost importance in teaching a child the Word of God with all diligence of study and by the leading of the Holy Spirit, it is also most important in providing a safe and secure environment for the children while in our care. The following procedures are written for your understanding and reference and are to be followed to the extent possible in all circumstances. If you determine that one of the following procedures cannot be followed in a given circumstance, a ccKids Staff Member or the ccKids Director must first be notified.

Injuries Or Illness:

1. Persons who are ill (with a fever, or a communicable disease that can be transmitted by cough or by touch) will not be permitted to participate in any ministry activity.
2. A suitable worker—one who has been previously approved through our ministry screening process—must be used to take the place of a worker who is ill.
3. Participants should be returned to their parent or guardian as soon as the illness is discovered. If immediate return is not possible, then the person who is ill should be isolated in a manner that allows an adult worker to monitor the participant until he/she can be returned to a parent or guardian.
4. Take reasonable steps to avoid contact with blood, saliva, or other bodily fluids.
5. Ministry coordinators and supervisors who become aware of an injury to a worker or participant will take steps to ensure that proper medical attention is given to the injured person and provide for continued monitoring of the remaining activity participants.
6. Persons who have received an injury that is obviously minor should be given first aid as needed at the time of injury. The individual's parents or guardians should be notified of the injury when they pick up the injured person. An Accident Report should be completed.
7. Any injury that may require medical treatment beyond simple first aid should be given immediate attention. The parents or guardians of the injured person should be notified immediately, along with the ministry staff member. If warranted by the injury, emergency medical personnel should be called. An Accident Report should be completed.

Medications Policy:

It is the policy of ccKids not to administer either prescription or non-prescription medications to the children under our care. Medications should be administered by a parent at home. Parents are reminded of our sick child policy.

Exceptions to the medications policy may be granted to parents of children with potentially life-threatening conditions (such as asthma or severe allergic reactions). Parents of such children should address their situation with the Director to develop a plan of action.

Discipline Policy:

It is the policy of ccKids not to administer corporal punishment, even if parents have suggested or given permission for it. There should be no spanking, grabbing, hitting, or other physical discipline of children. Workers should consult with the Director if assistance is needed with disciplinary issues. As a whole, ccKids has one rule; HONOR. We will honor the Lord, His house, and His people! This will cover most all situations that arise.

Restroom Guidelines:

Children five years of age and younger should utilize a classroom bathroom. If a classroom bathroom is not available, volunteers should have safety escort them to another restroom. They should always go in a group, never taking a child to the bathroom alone. The workers should check the bathroom first to make sure that it is empty, then allow the children inside. The workers should then remain outside the bathroom door and escort the children back to the classroom. If a child is taking longer than seems necessary, the worker should open the bathroom door and call the child's name. If a child requires assistance, the workers should prop open the bathroom door and leave the stall door open as he/she assists the child.

For children over the age of five, at least one adult male should take boys to the restroom and at least one adult female should take girls. If a female or male is not available, call safety to escort you. The worker should check the bathroom first to make sure that the bathroom is empty, then allow the children inside. The worker should then remain outside the bathroom door and escort the children back to the classroom.

For the protection of all, workers should *never* be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child. Parents are strongly encouraged to have their children visit the bathroom prior to each class.

Accidental Injuries To Children:

In the event that a child or youth is injured while under our care, the following steps should be followed:

1. For minor injuries, scrapes, and bruises, workers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care.
2. For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be summoned in addition to the worker's supervisor. If warranted by circumstances, an ambulance will be called.
3. Once the child has received appropriate medical attention and been prayed over, an incident report will be completed in the case of injuries requiring treatment.

Safety Team Procedures:

The Safety Team is here to help and aid in child safety. If you need something and a Staff Member is not able to be reached, radio the Safety Team and they will either assist or find a Staff Member to handle the situation.

- Playground Gates and Doors- A Safety Team member will lock all playground gates and exterior doors 15 minutes after service starts. This includes the Nursery door inside the lobby, nearest the Women's Restroom. The South gate nearest to the gravel road will be unlocked 10 minutes before service ends so parents can pick up their child(ren). A Safety Team member or ccKids Staff Member will unlock the North gate once all children from the previous service have been picked up. This is to reduce confusion with the teachers and prevent a child from being "lost in the shuffle."
- Classroom Radio Usage- Please use the radio to call out to the Safety Team if you are exiting your classroom (free time). When using the radio, press the side button, wait a second, then state, "Room #, is heading outside." Upon returning, please call over the radio, "Room # back inside." This allows for a Safety Team member to be in the general area of where the children are playing. Please ensure to do a headcount prior to leaving your room and upon return.
- Safety Color Codes- On the back of your volunteer badge there are colors and each one has a brief description next to the color. We do this to ensure that any young ears within earshot of a radio do not hear, get worried, or draw concern by dialogue over the radio. Also, it gives us an indication of what type of situation we are dealing with.

Emergency Evacuations:

- Each teacher and LIT must know the exit route and assembly area for his or her class.
 - The respective exit routes are on the back of the check-in clipboard.
- When an evacuation is conducted a teacher will lead at the front of a single-file line and a teacher will follow the rear position of the line.
- Other teachers and LITs will position themselves along the sides.
- The teacher who administers the sign-in will **take the check-in clipboard, the walkie-talkie, the emergency bag, and put on the safety vest.**
 - The vest is to efficiently identify the leader for your group.
 - In your emergency bag you will find rope to have children hold and then put down on the ground to form a box your class must stay in.
 - You will also find a first aid kit, pens, sharpies, a flashlight, tissues, and a whistle.
- Move in unison at a quick and deliberate pace until reaching the assembly area.
- If a child is unaccounted for, notify a Staff Member or Safety Team Member immediately – **do not re-enter the building.**
- Keep the children together and accounted for until an all-clear is given or otherwise instructions are presented.
- The same movement procedure used for exiting the classroom will be followed when returning to the classroom.
- If check-out is happening at the assembly area, normal check-out procedures will apply.

Fire - evacuate the building

- Always take a check-in clipboard, walkie-talkie, and emergency bag with you.
- Account for all children before leaving the room, when assembled at the safe zone, and again when returning to the classroom.

Earthquake - drop and cover heads until shaking stops and then evacuate the building.

- Always take a check-in clipboard, walkie-talkie, and emergency bag with you.
- Account for all children before leaving the room, when assembled at the safe zone, and again when returning to the classroom.

Lockdown/Active Shooter- lock all exterior doors by handle locks or emergency locks if available.

- Always take a check-in clipboard and walkie talkie with you.
 - Turn walkie down but still audible enough for you to hear it.
- Barricade the doors/children as best you can using tables, chairs, bookcases, toys, etc...
- Hide in whatever space or room you can, being sure to keep calm for children.
 - Try your best to keep kids as quiet as possible.
- Account for all children when settled into your hiding spot
- Listen for radio to tell you when it is safe to move out and open doors
 - DO NOT open the doors for anyone – wait for safety/police to radio and make themselves clear on what to do.

Helicopter/Police Presence:

- If a helicopter is flying overhead or police presence is near CCC campus for five minutes or longer, children will not be allowed outside.
- Safety will be around watching and keep us updated, so listen to your radio to hear the code green/all clear.

- Once activity is no longer active overhead and/or near campus, Safety will radio, “Break, break, break...Code Green, all clear.”

Reporting Abuse

Mandated reporters must report to a county child welfare department, child protective services or to local law enforcement (police or sheriff’s department) immediately by phone. A written report must then be sent within 36 hours by fax or electronically (if available). Written reports must be submitted on the California Suspected Child Abuse Form 8572. This form can be found here:

https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/ss_8572.pdf

More information on mandated reporting can be found here: <https://mandatedreporter.ca.com/about/faq>

If child abuse is suspected, administrators, employees and regular volunteers must also report the incident to the Director and/or Lead Pastor so that CCC may ensure that the incident is reported to persons or entities outside of CCC including the reporting required by section 11165.9 of the Penal Code.

INVESTIGATIONS

1. This ministry organization considers any allegation of abuse or neglect a serious matter. Each situation will be fully investigated first through civil authorities, then by ministry leaders following a consultation with qualified legal counsel. The ministry will not interfere with a pending law enforcement investigation.
2. Employees who are the subject of an investigation will be removed from their position pending completion of the investigation. Employees who admit to the abuse or molestation will be terminated consistent with the established employment practices of this ministry.
3. Volunteer subjects of any investigation will be removed from their positions pending completion of the investigation.
4. This ministry will permanently remove any employees or volunteers from all activities related to the organization if they are found guilty of abuse or molestation. Whenever termination of employment is a factor, we also will consult with legal counsel.

DEALING WITH LAW ENFORCEMENT, NEWS MEDIA

1. All ministry leaders, staff members, and volunteers of ccKids will cooperate fully with law enforcement or governmental agencies investigating abuse and neglect.
2. The leadership of this ministry will seek legal counsel as soon as possible after we receive notice of possible abuse or molestation within the organization and a report will be provided to our insurance carrier. Advice from legal counsel will be the basis for our response to the allegations.
3. One individual—a member of the leadership team, an employee, or our attorney will be the designated spokesperson to handle all inquiries from the news media. Our spokesperson will be the only person to convey information concerning the situation, doing so in a prudent manner to avoid compromising an ongoing investigation and to maintain the privacy of the individuals involved.

Moving Children from within the Classroom to another Classroom:

There are occasions when a class may join with another class (i.e., for worship, games, quarterly parties, etc...)

- When moving from one class to another use the shortest and most direct route.
- Radio the Safety Team BEFORE you exit your classroom and wait for the all clear to proceed.

- A teacher will lead at the front of a single-file line and a teacher will follow at the rear position of the line.
- Other teachers and LITs will position themselves along the sides.
- The teacher who administered the sign-in will **take the sign-in clipboard and the walkie-talkie**.
- Move in unison at a quick and deliberate pace until arriving at the other class.
- Once at the other class, perform a 'head-count'.
- If a child is unaccounted for, notify a Staff Member or Safety Team Member immediately.
- The same movement procedure used for exiting the classroom will be followed when returning to the classroom.

Moving a child to the restroom:

In the event that your classroom doesn't have a restroom you will need to walk the child to the restroom outside of your classroom.

- When a child needs to use the restroom a teacher or LIT can walk the child to the restroom.
 - A teacher may only leave the room if there are 2 additional teachers still in the classroom while the teacher is gone
 - If there are not enough teachers or LITs to leave the room and walk the child, the teacher will radio the Safety Team and they will walk the child to the restroom.

Once you have walked the child to the restroom, have the child stand outside of the restroom doors while you go inside to ensure no one is inside the restroom before the child enters. If a restroom door is closed, the teacher should knock two times and announce themselves BEFORE opening to enter.

- While the child is inside the restroom, wait on the outside until they are finished and you can walk them back to the classroom.

Moving children to the playground:

If your classroom exits into the fenced playground you will simply radio the Safety Team BEFORE you exit your classroom; waiting for the all clear to proceed. If you are in a classroom not exiting into the fenced playground the following procedures will apply:

- When moving your class to the playground use the shortest and most direct route.
- Radio the Safety Team BEFORE you exit your classroom and wait for the all clear to proceed.
- A teacher will lead at the front of a single-file line and a teacher will follow at the rear position of the line.
- Other teachers and LITs will position themselves along the sides.
- The teacher who administered the sign-in will **take the sign-in clipboard and the walkie-talkie**.
- Move in unison at a quick and deliberate pace until arriving at the playground.
- Once in the playground, perform a 'head-count'.
- If a child is unaccounted for, notify a Staff Member or Safety Team Member immediately.
- The same movement procedure used for exiting the playground will be followed when returning to the classroom.
 - Perform a 'head-count' once children are in line, before you exit the gate.

Missing Child:

- If a child is missing, radio the safety team "Code Pink" and they will come and help you.
 - If you hear "Code Pink" on the radios this means all movement and check outs are halted.
- We will call parents and the police.
- If we need to check out students, we will do so, one at a time and with the doors closed.

- Pick up tag MUST be present at this time.

Unattended Person(s) in the Hallways/Sidewalk/Playground:

When it is observed that a person or persons (child or adult) is in the hallway/sidewalk and is not with a child/adult (no obvious reason to be there), call a Staff Member or if not available, the Safety Team.

Parents in the Classroom:

On occasion after check-in, parents may remain in the class to help settle their child for 10 minutes; however they may not minister to other children in the class. After 10 minutes they must exit the classroom as they are not background checked or live scanned through our church.

Do not allow any unauthorized persons into the classroom

Child Abuse Recognition and Reporting Policy

It is our desire at Clovis Christian Church to create an environment which is safe and secure for all our children. Therefore, we must be prepared to take an appropriate role in recognizing and reporting possible signs of child abuse if we should encounter them.

California defines abuse as:

- A physical injury inflicted on a child by another person other than by accidental means.
- The sexual abuse, assault, or exploitation of a child.
- The negligent treatment or maltreatment of a child by a person responsible for the child's welfare under circumstances indicating harm or threatened harm to the child's health or welfare. This is whether the harm or threatened harm is from acts or omissions on the part of the responsible person.
- The willful harming or endangerment of the person or health of a child, any cruel or inhumane corporal punishment or any injury resulting in a traumatic condition.

We also realize that we are bound by the laws of the State of California to report suspected child abuse within a limited time. Clovis Christians Children's Ministry will operate within the reporting standards as stated in "The California Child Abuse & Neglect Reporting Law". The required time for reporting is immediate (or as soon as possible) by phone, and with a written report forwarded within 36 hours of receiving information about, or observing, the alleged abuse (**P.C. 11166[a]**). Written reports must be submitted on Department of Justice forms, which is on file in the church administration office.

In addition to California state laws, Clovis Christians Children's Ministry has the following policies regarding the procedures for reporting suspected child abuse:

1. No one may report a suspected child abuse situation without first notifying the ccKids Director.
2. The person, who first observes the suspected abuse, or sign of abuse, must contact the ccKids Director immediately. Because of the seriousness of this issue, details of the suspected abuse must not be made public. No information about the suspected abuse may be shared with any other member of the ministry or church.
3. It is the responsibility of the person observing the suspected abuse to be a part of the reporting procedure to Child Protective Services. The church has the proper forms needed for reporting.
4. Prior to reporting, the following process must be followed:
5. Immediate discussion regarding the situation between the team member who reported or received the information and the ccKids Director (the Senior Pastor or Executive Pastor may also be included).
6. Detailed records of observations, conversations, and meetings will be made. This information is confidential and will be kept in the church administration office. Access to any information regarding the matter shall be authorized by the Senior Pastor or Executive Pastor only and as advised by church counsel.
7. The parent or guardian of the child will NOT be notified or consulted with prior to reporting unless we are otherwise instructed by church counsel and/or Child Protective Services.
8. Relatives or friends of the child will NOT be notified or consulted with prior to reporting unless we are otherwise instructed by Child Protective Services.
9. Other CCC pastors or staff will NOT be notified or consulted with prior to reporting unless we are otherwise counseled by the Senior/Executive Pastor or Child Protective Services, or unless those other ministries or positions are directly affected by the suspected abuse or abusers.

10. Someone from the Children's Ministry may remain in close contact with the child(ren) and family(ies) connected with the abuse throughout the process unless otherwise instructed by Child Protective Services.

If you have any questions regarding any of the above procedures and/or policies please contact the Director for clarification.

A copy of the California Child Abuse and Neglect Reporting Law handbook is on hand in the church administration office if you are interested in getting any other information regarding this matter.

I have read and understand the above procedure and agree to abide by these guidelines.

Signature Date

Printed Name

Classroom Management

Exodus 31:1-11; Gods anointing of workmen and craftsmen for the furnishing of the tabernacle - *the way God wants it done.*

Nehemiah; God's anointing on, and preparation of Nehemiah to overcome opposition and to rebuild the walls around Jerusalem. *Prayer and planning, prayer and planning, prayer and planning and success!*

The Classroom:

The classroom is your classroom.

- You may arrange tables and chairs to suit your class.
- Adjust the room temperature as needed.
- Keep doors closed once check-in is complete – open during check-out.
- TVs are normally set to a music playlist, but can be used for teaching a lesson or worship or both.
- Whiteboards are also for your use.
 - White boards are available in 201, 204, 107.

Ratios and Teachers:

In order to ensure the safety of the children and instill trust with parents, each classroom will have a firm student to teacher ratio. With proper ratios we can effectively care for and minister to each child, as well as having an evacuation plan that we can safely execute.

- Each classroom has its own ratio:
 - Nursery is a 3:1 ratio- 3 children to 1 adult with one of the 3 children having the ability to walk. L.I.T.'s have a 1:1 ratio.
 - Pre-k is 7:1 ratio – 7 children to 1 adult
 - Elementary is a 15:1 ratio - 15 children to 1 adult
 - Big Kids is a 15:1 ratio – 15 children to 1 adult
- WE MUST HAVE **2 ADULTS** IN THE CLASSROOM AT ALL TIMES!
 - Per California law, (Penal Code Section 11165.9, AB 506) we will be enforcing this. If you need to leave the classroom, please radio safety first and we will have some one step in so your classroom stays compliant.
 - When there are two male teachers, call for a Staff Member to help with all bathroom situations – males do not enter the restroom for any reason.
 - Males may serve in the nursery ONLY when there is at least one other female teacher, and he will not handle any diaper changes or bathroom assistance. The nursery may not have male only teachers at any time.

At the beginning of class decide/refresh with your co-teacher:

Communicate, Plan, Organize

- Who will administer check-in/check-out?
- Who will lead worship?
- Who will lead the teaching?
- Who will lead the craft/game?
- Keep conversations and activities Christ centered, especially with the children.

Usual Class Activities:

Check-in, Fellowship, Worship, Offering, Lesson, Memory Verse, Craft, Game/Activity, Prayer Requests, Check-out.

LIT's:**1 Cor 12:28 (Helps):**

"And God has appointed in the church first apostles, second prophets, third teachers, then miracles, then gifts of healing, helping, administrating, and various kinds of tongues."

Typical activities include:

- Gather and return items needed for the class activities.
- Be engaged with the kids during sign-in.
- Craft preparation and helping with craft.
- Participate in acting out the lesson.
- Clean-up – leave the classroom ready for next class.
- LIT's are to remain in the class until the last child is checked out.

Injuries to Children

Some children can be hyperactive and physical when around other children which may cause injury to themselves or others – be watchful and attentive. In the preschool grades, some children have a tendency to grab, hit, or bite another child – so be alert. Often, these are attention getting behaviors that can be altered by having them act as a "helper" with an LIT. If unsuccessful, call a Staff Member.

- If an injury should occur to a child, notify the Safety Team immediately. They will contact a Staff Member.
- If a head injury occurs, have the child sit/keep the child from being active.

An injury report form will be completed by the assigned teachers and Director and forwarded to the Connections Pastor.

Discipline

From time to time a child will become disruptive or distracting during the class. We should not be surprised or caught off-guard by this as we know God tells us that foolishness is "bound in the heart of a child," (Proverbs 22:15a). It may also indicate that something has occurred in their home life, school life, etc...that is troubling them.

The reasons why a child misbehaves are not as important as being alert/sensitive to change in their behavior and refocusing or consoling them with gentleness, patience, kindness, and Spirit led one-on-one time. Occasionally, an LIT can correct the situation, but sometimes a teacher must be involved, or/and a Staff Member.

However, we at ccKids do not intend to 'discipline' the child. We have a one word rule to keep things focused on the main point and to simplify the rules for the child. HONOR is our rule. We Honor the Lord, His house, and His people. If we are honoring our classmates, we don't hurt them. If we are honoring our teacher, we will listen to what they are saying. If we honor the Lord's house, we will not draw on the walls or break the toys. When we honor the Lord we keep His commands. If they are not honoring the Lord, we will then remove the distraction, move the child, or talk with the child privately. We do not lecture, touch, or administer time outs with the child. Remember, prayer changes things and we strive to always pray with the child as often as we can-including when disciplining.

Counsel or discipline is to be done to correct the fault and not ridicule the child. It is important to minimize distractions that take away valuable time from the lesson, craft, or any other class activities. If it is necessary to remove the child from the class to talk with them privately, call a Staff Member or Safety to reach a Staff Member. The Staff Member will counsel with the child in an effort to resolve the situation so that the child may return to the class.

We know that God tells us in Proverbs 22:6 to “train up a child in the way he (or she) should go, even when he is old he will not depart from it.” Remember the results are not always immediate - so stay the course, have patience, and have the faith in that “...*He Who has begun a good work is able to complete it...*” (Phil 1:6)

The aim in administering discipline is:

- To help them to recognize their sin and the consequences of sin.
- To encourage them to repent of their sin.
- To restore them in a “spirit of gentleness”.

Galatians 6:1; “Brothers, if anyone is caught in any transgression, you who are spiritual should restore him a spirit of gentleness. Keep watch on yourself, lest you too be tempted.”

If our efforts are unsuccessful in correcting the child’s behavior, we will make a written incident report and counsel with the parents.

Crafts

Crafts are an important part of helping a child to understand the lesson. We see confirmation of this many times when a parent asks the child “*what’s that?*” or “*what did you make in class?*” and the child responds with a retelling of what he or she learned.

Some points to keep in mind:

- Crafts can be of your own idea and not the curriculum suggestion only (IF this is the case please let the Director ASAP)
- Crafts need to be helpful in reinforcing the lesson.
 - Remember to make the connection beforehand so you can explain it to your class.
- Enlist the help of LIT’s to prepare craft to minimize assembly time.
- It is important that every child is given the opportunity to complete his or her craft before class ends.

Games

- Most of the time will also be helpful in reinforcing the lesson.
- Helps with keeping children focused if service runs a little longer.
- Provides a good opportunity for LIT’s to lead.

When class is finished:

- Check for left behind items – Items should be placed in a prominent place in the classroom so the next service teachers will see it and be able to give it to parents should they return for it.
 - Items will be moved to the lost and found box located in the foyer during the following week.
- Talk with your teachers to get a game plan for next week. Who is expected to do what next week?
- Pray together for the children's coming week and give thanks to God for using you.

Matthew 18:19-20, John 15:12-17, Philippians 4:6-7

See Child Safety section for Emergency Procedures

Clovis Christian Church

Children's Ministry Injury Report

Date of Injury: ____ / ____ / _____

Time of Injury: ____: ____ AM PM

Room Number: _____

Name of Injured Child (1): _____ M F

Age of Injured Child: _____

Description of Injury: _____

Name of Injured Child (2): _____ M F

Age of Injured Child: _____

Description of Injury: _____

911 Call Made: **Y N**

Response from: Fire Department : **Y N** | Police: **Y N**

Incident note and action(s) taken: _____

Parent(s) Guardian Notified Y N Who? _____/_____

Team Member: _____ Initial: _____

Teacher Name: _____ Initial: _____

Teacher Name: _____ Initial: _____

Director Initial: _____

Clovis Christian Church

Children's Ministry Incident Report

Date of Incident: ____ / ____ / _____

Time of Incident ____: ____ AM PM

Room Number: _____

Name of Child (1) _____ M F

Age of Child _____

Description of Incident _____

Name of Child (2) _____ M F

Age of Child _____

Description of Incident _____

Incident note and action(s) taken: _____

Parent(s) Guardian Notified: **Y N**

Who? _____

Team Member: _____ Initial: _____

Teacher Name: _____ Initial: _____

Teacher Name: _____ Initial: _____

Director Initial: _____

Teaching God's Word to Children

Do your best to present yourself to God as one approved, a worker who has no need to be ashamed, rightly handling the word of truth. 2 Timothy 2:15

For the word of God is living and active, sharper than any two-edged sword, piercing to the division of soul and of spirit, of joints and of marrow, and discerning the thoughts and intentions of the heart. Hebrews 4:12

Preparation:

Have Jesus Christ as the Number One Priority in Your Life and be a Student of the Bible:

- Set apart a time to read and study God's word on your own
- Review the curriculum – work on memorizing the memory verse. Ref. Ps 119: 9-16 (especially verse 11)
- Read the scriptures; find out the five “aim” questions.
 - Who
 - When
 - Where
 - What
 - Why (this being most important in teaching the children how to apply the lesson to their own lives).
- Use your study helps, reference bible, concordance, etc... to prepare for your lesson.
- Make notes on important points/ideas that highlight the lesson.
- Talk with your teacher partner during the week. Be willing to take advice or ideas.
- Give thought to how the craft or game (or both) will reinforce the lesson. Be ready to connect it for the children.
- Do all of the above every week, even if your teacher partner is scheduled to lead the class.

Teaching:

Be Prudent in Teaching God's Word (*Prudent: having good sense, carefully considering consequences, careful in managing resources*)

Minister the love of Christ so that the children will understand and learn:

- 1. By Example - 1 Timothy 4:12-16** “Let no one despise you for your youth, but set the believers an example in speech, in conduct, in love, in faith, in purity. Until I come, devote yourself to the public reading of Scripture, to exhortation, to teaching. Do not neglect the gift you have, which was given you by prophecy when the council of elders laid their hands on you. Practice these things, immerse yourself in them, so that all may see your progress. Keep a close watch on yourself and on the teaching. Persist in this, for by so doing you will save both yourself and your hearers.”
 - Keep daily watch over your Christian walk.
- 2. Through Clear Teaching – 2 Timothy 2:15-16** “Do your best to present yourself to God as one approved, a worker who has no need to be ashamed, rightly handling the word of truth. But avoid irreverent babble, for it will lead people into more and more ungodliness...”
 - Avoid personal opinions and interpretations. Allow scripture to ‘speak’ first and let the Holy Spirit guide your understanding and teaching.
- 3. Adherence to the Word – 2 Timothy 3:16-17** “All scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness, that the man of God may be complete, equipped for every good work.”
 - What is right, what is wrong, how to get it right, and how to keep it right in order to do right.

- 4. For Specific Purpose – Ephesians 4:11-15** “And he gave the apostles, the prophets, the evangelists, the shepherds and teachers, to equip the saints for the work of ministry, for building up the body of Christ, until we all attain to the unity of the faith and of the knowledge of the Son of God, to mature manhood, to the measure of the stature of the fullness of Christ, so that we may no longer be children, tossed to and fro by the waves and carried about by every wind of doctrine, by human cunning, by craftiness in deceitful schemes. Rather, speaking the truth in love, we are to grow up in every way into Him who is the head, into Christ...”
- Teaching Christ Jesus to our youth so that they might be saved and grow in His Word and teach others.

Teaching the Good News! - 1 Cor 15:3-8

- Begin with prayer.
- Review the previous week's lesson.
- Teach the lesson from the Bible – not the teacher guide.
- If the children are of reading age, then get a Bible in their hands – ask one or more children from time-to-time to read a verse or two.
- “Know your flock” as Proverbs 27:23 tells us – don't teach over their heads.
- Ask them questions as you progress through the lesson – and afterward also.
- Use props, story boards, even dress in costume to reinforce or explain the lesson better. Get creative!
- Be animated and excited where appropriate in presenting the lesson.
- Ask questions to foster questions about the lesson and its application.
- Be careful not to embarrass a child for a question asked amiss – or let other children poke at him or her.
- During the craft or game time, remain involved with the children – don't just turn it over to your teacher partner or LIT's – you're not finished until the last child is signed out.
- Remember always that all you do is to be done as with the love of Christ Jesus, and that we will be judged against a higher standard (James 3:1).

Reading for Leaders to have a Good Foundation:

- Psalm 119
- 1 and 2 Thessalonians
- 1 and 2 Timothy
- Titus

Leading Children to Christ

“And they were bringing children to Him that He might touch them, and the disciples rebuke them. But when Jesus saw it, He was indignant and said to them **“Let the children come to me; do not hinder them, for to such belongs the kingdom of God. Truly I say to you, whoever does not receive the kingdom of God like a child shall not enter it.”** And he took them in His arms and blessed them, laying His hands on them.”

Mark 10: 13 - 16

1. Ultimately, we are here to evangelize and disciple:

- a. A good lesson will have something for the saved and unsaved child in your class.
- b. Should I give an invitation with every lesson? Most likely not, however this is when you will be sensitive to the Spirit as you lead the class each day!

2. Children are people too!

- a. Most of all conversions happen in the 5-15 year old age range. What a mission field!
 - b. They can come to the Lord.
 - c. They can understand their own sin.
 - d. They can see and understand the redeeming work of Christ:
- By Jesus' Personal Invitation:
 - Matthew 11:28–29 **“Come to me, all who labor and are heavy laden, and I will give you rest. Take my yoke upon you, and learn from me, for I am gentle and lowly in heart, and you will find rest for your souls.”**
 - By understanding their Imperfect State:
 - Romans 3:21-26 (esp. v23) **“But now the righteousness of God has been manifested apart from the law, although the Law and the Prophets bear witness to it the righteousness of God through faith in Jesus Christ for all who believe. For there is no distinction: *for all have sinned and fall short of the glory of God,* and are justified by His grace as a gift, through the redemption that is **in** Christ Jesus, whom God put forward as a propitiation by His blood, to be received by faith. This was to show God's righteousness, because in His divine forbearance He had passed over former sins. It was to show His righteousness at the present time, so that He might be just and the justifier of the one who has faith in Jesus.”**
 - **By knowing Salvation is available to ALL!:**
 - **Romans 10:8–13** **“But what does it say? “The word is near you, in your mouth and in your heart” (that is, the word of faith that we proclaim); because, if you confess with your mouth that Jesus is Lord and believe in your heart that God raised Him from the dead, you will be saved. For with the heart one believes and is justified, and with the mouth one confesses and is saved. For the Scripture says, “Everyone who believes in Him will not be put to shame.” For there is no distinction between Jew and Greek; for the same Lord is Lord of all, bestowing His riches on all who call on Him. For “everyone who calls on the name of the Lord will be saved.””**

3. How do I lead a child to Christ?

- The same way you would with an adult. That is to say the path is the same for everyone, but we need to present Jesus and His gift of salvation at their level of understanding. Let them respond and listen so that you know if and when they are ready. If not, pray with them (for wisdom and a softened heart) and keep them on your “list” for a future conversion.

4. When is a child ready to accept Christ?

It is not our place to decide if a child is ‘ready’, however, here are some basic guidelines to help us know that they fully understand and are clear in regards to what they are doing:

- The child must understand their sin.
- The child must be willing to accept the finished work of Christ as LORD AND SAVIOR! Knowing that He did the work, we do not earn it!

- Romans 6:23 “For the wages of sin is death, but the free gift of God is eternal life in Christ Jesus our Lord.”
- When the child is ready and able to pray to ask the Lord into their heart!

5. Can every lesson incorporate the salvation message?

a. Absolutely! Examples:

1. Josiah and the Law (2 Kings 22 – 23): When Josiah ordered the temple to be repaired, Hilkiah found the book of the law and gave it to Shaphan to give to Josiah. When Shaphan read the words of the book to him, Josiah now understood his sins and the sins of Israel. He ordered the word to be read to the people and began to rid Israel of their idol worship practices. They were saved just like we are, the Lord wants everyone to come to know Him and He wants to save everyone!
2. Jonah and Nineveh: Even though reluctant, Jonah finally obeyed God, prophesied, and Nineveh was saved from destruction. They repented and were saved, the same way we are!
3. Paul and Silas in Philippi (Acts 16:16-35): Because of their faith and joy in God's Word while in prison, they were so powerful of a witness, that the jailer and his family were saved. They heard the truth, placed their faith in Jesus and were saved, just like we can be!
4. Peter in Jerusalem (Acts 2): Peter's faithful teaching resulting in ‘*..about three thousand souls were added ...*’ People heard about the healing and saving work of Jesus on the cross and they believed in Him and His give of salvation! They were saved!

6. How do I know that they understand the commitment they are about to undertake?

- a. Talk with the child - you may be surprised.
- b. Pray with the child (sinner's prayer).
- c. That Jesus Christ is the Son of God
 - i. That He was born of a virgin
 - ii. That He died for our sins and now we are forgiven
 - iii. That He rose from grave on the third day and is alive in heaven
 - iv. That He now sits at the right hand of God, preparing a place for us to join Him in heaven!
 - v. That He is coming back for us
 - vi. That by His death we are saved from eternal separation from God
 - vii. That we now desire to be one with Him and be His disciple
- d. Give the child a Bible if they don't have one.
- e. Inform the parent of the child's decision.
- f. Discuss Christian Baptism (when age appropriate)
- g. Pray for that child and his or her family without ceasing!
- h. Follow-up – most important
- i. Smile at the goodness of God to use you as His chosen vessel!

7. Remember:

- a. GOD DOES THE WORK!
- b. The truth of God pierces even the smallest of hearts.
 - i. Hebrews 4:12 “For the word of God is living and active, sharper than any two-edged sword, piercing to the division of soul and of spirit, of joints and of marrow, and discerning the thoughts and intentions of the heart.”

Keep it Simple:

“And as Moses lifted up the serpent in the wilderness, so must the Son of Man be lifted up, that whoever believes in Him may have eternal life. “For God so loved the world, that He gave His only Son, that whoever believes in Him should not perish but have eternal life. For God did not send His Son into the world to condemn the world, but in order that the world might be saved through Him. Whoever believes in Him is not condemned, but whoever does not believe is condemned already, because He has not believed in the name of the only Son of God.” **John 3:14-18**